

**STILLINGFLEET PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING OF THE PARISH  
COUNCIL  
9 MAY 2024**

**Statutory Annual Meeting Business:**

**24001 Election of Chair and Vice-Chair of the Parish Council:**

24001.1 Council duly elected Cllr Juan Brooks as Chair for the 2024-25. Cllr Brooks signed his acceptance of office

24001.2 Council duly elected Cllr John Cook as vice-chair for 2024-25. Cllr Cook signed his acceptance of office.

**24002 Welcome and apologies:**

The Chair welcomed all those attending the meeting as follows:

Councillors: Juan Brooks, John Cook, Lesley Collingridge, Joanne Sears, Annette Strickland, Nigel Kemp.

Clerk: Ruth Swales

Apologies were noted from Cllrs Powell, Foy, & Daniel and the Council accepted reasons for absence from Cllrs Foy & Daniel.

**24003 Elections to the following offices were approved:**

24003.1 Council's Internal Controllers: Cllr Daniel, Cllr Foy.

Village Institute Committee Representative: Cllr Brooks

YLCA Representatives: Cllr Cook and Cllr Brooks.

PC Current Account signatories: Cllr Brooks, Cllr Collingridge and Cllr Powell.

PC NS&I Investment account signatories: Cllr Brooks, Cllr Collingridge and Cllr Powell.

ByeLaw Field Charity Account signatories: Cllr Brooks, Cllr Foy and Cllr Powell.

24003.2 The following were confirmed as Lead Councillors for:

Climate Change & the Environment: Cllr Cook

Police & Fire Service Matters: Cllr Powell

Street Lighting: Cllr Cook,

Health & Wellbeing: Cllr Strickland

Defibrillator maintenance: Cllr Strickland

Flood Wardens: Cllr Daniel and Cllr Powell

Risk Assessors: Cllr Daniel and Cllr Sears

Communication & Community Involvement: Cllr Brooks and Cllr Collingridge

Council Development: Cllr Brooks

24003.3 Council reviewed the membership of the following committees and confirmed the Committee members as:

**Village Green Committee:** Cllrs Kemp, Daniel, Brooks, Cook and Powell

**Play Area Committee:** Cllr Sears (Play Area Supervisor), Cllrs Brooks, Collingridge and Emma Powell with Ross Powell and Annette Strickland of *Play Stillingfleet* as non-councillor committee members.

Chair's initials

**Employment Committee:** Cllrs Brooks, Cook and Collingridge.

**Policy Review Committee:** Cllrs Brooks, Cook and Sears. Clerk Swales

**Planning Committee:** Cllrs Kemp (Chair), Brooks, Cook, Sears, and Collingridge.

**Charity Committee:** Cllrs Brooks, Foy, Daniel, Powell and Kemp.

Council agreed to review the terms of reference of the above committees at its meeting in August.

24004 **Review of Policies:**

24004.1 Council considered the adequacy of the Council's policies and **RESOLVED** to re-approve the following policies without any changes:

- Standing Orders • Financial Regulations • Councillors Code of Conduct • Publication Scheme • Data Security Incident Response • Subject Access Request • Records Management • Equal Opportunities • Freedom of Information • Council's Complaints Procedure • Media Policy.

24004.2 Council noted that NALC have very recently issued a revised model set of Financial Regulations and that Council intends to review and adopt this revised model at its meeting in August.

24005 **Councillors' Declarations of Interests:**

Councillors were asked to refresh their understanding of their registration of interests (as set out in NYC Standards Bulletin), to view their declarations of interest and advise the Clerk if there are any necessary amendments to the Register.

24006 **GDPR compliance:**

24006.1 Council **RESOLVED** to approve and adopt the updated Data Protection Policy which conforms to the NALC model policy.

24006.2 Councillors were asked to check their contact details and provide their continuing consent for these personal details to be held for the purposes of conducting council business.

24006.3 Council **RESOLVED** to pay the annual data protection fee of £40 when due to the Information Commissioners Office (ICO).

24007 **Insurance:**

24007.1 Council reviewed its insurance policy and **RESOLVED** to approve the insurance renewal quotation from Zurich Municipal for the year commencing 1 June 2024 which quotes a renewal premium of £654.44 (including IPT) – which includes all risk cover for all the playground equipment valued at £49,194 and is within budget.

24007.2 Council confirmed the adequacy of the Council's insurance cover which totals £69,644 compared to the latest value in the Council's Asset Register of £60,240.

24008 **Annual Risk assessment:**

Council agreed to carry forward the review of the annual risk assessment to the August meeting.

24009 **Internal Control:**

Chair's initials

24009.1 Council formally reviewed the internal control checklist and concluded nothing else needed to be added in order that Council could certify the adequacy and effectiveness of the Council's internal controls.

24009.2 In reviewing the 2024-25 Audit Plan Council **RESOLVED** to change the timing of the internal control checks from September & March to June & December.

24010 **Annual Governance and Accountability:**

24010.1 Council noted and approved the completion of the Council's bank reconciliation as at 31 March 2024 which will be duly posted on the website.

24010.2 Council considered and noted the Annual Internal Audit Report for 2023/24 and approved the proposed action plan to address the observations.

24010.3 Council **RESOLVED** to approve Section 1 – Annual Governance Statement 2023/24 on page 5 of the AGAR 2023/24.

24010.4 Council **RESOLVED** to approve Section 2 – Accounting Statements 2023/24 on page 6 of the AGAR.

24010.5 Council **RESOLVED** to approve the Explanation of Variances 2022/23 .v. 2023/24.

24010.6 Council **RESOLVED** to approve the publication of documents required by the Accounts & Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.

24010.7 Council noted the dates of the period for the exercise of public rights will be 3 June 2024 to 14 July 2024. This notice to be published on the website on 10 May 2024.

**Ordinary Meeting Business**

24011 **Declarations of Interests:**

There were no further declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests.

24012 **Public Participation:**

There were no members of the public present to raise any matters for council's consideration.

24013 **Minutes from previous meetings:**

Council **RESOLVED** to approve the minutes of the Parish Council meeting held on 4 April 2024. The Chair initialled and signed as a true record.

24014 **Matters Arising from the last meeting:**

Council received information on the following ongoing issues and decided further action where necessary:

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24014.1 **Green Management:**

**Fallen Willow Tree:** Council noted that the fallen tree opposite Swallow House will be removed by Lewis Tree Surgeons when the Green has dried out sufficiently.

**Spot weeding:** Council noted that the spot weeding by the Lower Derwent Conservation Group was underway and approved the payment of their invoice upon receipt.

**Annual Hay-making:** Council considered the only quote received in response to the invitation to tender for cutting and baling the Green in 2024 and RESOLVED to accept David Atkinson's quote with hay-making to take place as soon as possible after 1 July.

**Drainage and Access Policies:** Council noted receipt of draft updated Drainage Policy and draft Access Policy. Councillors were asked to feed back any suggested amendments to these drafts to Cllr Cook ahead of the August meeting

24014.2 **Play Area:**

- Council considered the proposed action plan to address the findings from the annual playground safety inspection and RESOLVED to approve the quotation from PlayScheme for £325 + VAT to undertake the necessary repairs to the zip-line, giant rope swing and activity trail.
- Council requested that the Play Area Committee meet to agree the assignment of further actions and how the recommended future monitoring will take place.

24014.3 **Community Speed Watch:**

- Council were advised that NY Police approval to the Council conducting speedwatch sessions on the Cawood Road in the 40 mph zone had been forthcoming and that further approval to sessions being undertaken on York Road and Church Hill in the 30 mph zone has been requested.
- Council noted that formal training of Cllrs Brooks, Kemp & Foy is to take place on 11 May so that after that they will be able to train up other volunteers from the village. Cllr Brooks will seek volunteers for inclusion in this initiative via the Community Chat and Parish Magazine.
- Council were advised that it is possible to borrow the necessary equipment from NY Police although the availability of such equipment needs to be clarified.
- The Clerk was asked to ascertain the appetite of neighbouring villages for hosting similar community speed watch initiatives with a view to considering whether the equipment purchase costs estimated at £500 could be shared between villages to possibly increase its availability.

24014.4 **Village Infrastructure:**

**Noticeboard:** Cllr Brooks offered to bring 3 possible quotes for replacement of the noticeboard for the Parish Council & Village Institute to the August meeting for Council's consideration.

24014.5 **Community Engagement strategy:**

Cllr Brooks confirmed he would progress the collection of Councillors' photographs and biogs for posting on the website.

Chair's initials

24014.6 **Local Council Award Scheme:**

Council note that Stillingfleet Parish Council has been awarded the foundation level of the Local Council Award Scheme showing that the council achieves good practices in governance, community engagement and council improvement. Council were pleased to receive a letter of congratulations from the NALC Chair.

24014.7 **Migration to a Gov.uk domain:**

Council noted that the Clerk is in the process of obtaining a minimum of 3 quotes from Approved Registrars for various options to migrate to a gov.uk domain for both website and email hosting and that these quotes will be brought back to the August meeting for consideration of the next steps and approval of a budget for this purpose.

24015 **Planning Matters: Revised Selby Local Plan:**

24015.1 Council noted that SPC's response to the 2<sup>nd</sup> consultation on the revised version of the Selby Local Plan had been submitted.

24015.2 Council noted receipt of the following **planning application:**

- Application to convert existing residential ancillary buildings (former barns) into two dwelling houses at Hill Top Farm, Cawood Road, Stillingfleet (ref ZG2024/0242/FUL).

24016 **Road Conditions at junction of Stewart Lane and The Green:** Council considered the concerns expressed by a resident re the road conditions and verges of Stewart Lane. Cllr Brooks agreed to approach NY Highways to seek their guidance on what further action could be appropriate.

24017 **Financial Matters:**

24017.1 **Recent receipts:**

Council noted the receipt of the following funds:

28.4.2024	1 <sup>st</sup> instalment of precept from NYC	£3,425.00
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24017.2 **Future receipts:**

Council noted that it had agreed to enter into a wayleave agreement in return for £5,000 consideration with Quickline Communications Ltd and agreed to consider how these funds might be ear-marked after receipt.

24017.3 **Closing balances as at 30 April 2024:**

Council noted closing balances of:

Current account	£11,675.62
NS& I account	£ 245.32

24017.4 Council considered and **RESOLVED** to approve the payment of the following invoices noting that all invoices had been examined, verified and certified by the clerk in advance.

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Invoice date	Details	VAT	Amount (inc VAT)
5.4.2024	Elkerlodge Bookkeeping – Annual Internal Audit	£42.00	£252.00
6.4.2024	Zurich Municipal annual insurance renewal		£654.44
2.5.2024	Purely Payroll Bookkeeping Services (re March/April)		£13.50
3.5.2024	YLCA re training		£52.50
	Council noted payment of Clerk’s salary and tax in accordance with the contract for March/April and the payment for a further 5.5 hours of approved training/CPD and a further 6 approved additional hours re gov.uk migration, the LCA application & play area inspection action planning.		

24018 **Dates of Meeting:**

Council noted that the next parish council meeting will be held on 1 August 2024 commencing at 7pm. Councillors were asked to submit any agenda items for inclusion to the Clerk by 22 July.

Signed as an accurate record of the meeting held on 9 May 2024	Juan Brooks  CHAIR	1 August 2024
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